

P9 S7 C6 Compassionate Consideration Policy



| | | |
|------------------------|--|-------------------------------|
| Ownership: | Managing Director, Head of Operations, Course Coordinator, Head of Certification | |
| Author: | Managing Director | |
| Reviewed by: | Quality Assurance and Academic Governance Council (QAAGC) | |
| Effective From: | 08/07/2020 | Renew Date: 08/07/2022 |
| Version: | One | |

1. PURPOSE AND POLICY CONSIDERATIONS

Forus Training takes into account personal misfortune, whether it is regarding attendance, deadlines or examinations. There are certain circumstances for which there is a compassionate consideration. It is possible to apply for compassionate consideration if your circumstances significantly are affecting your performance or your preparation. An example of certain circumstances

- Medical reasons, in cases where the learner has been absent due to illness/injury/severe accident and has submitted a medical certificate covering a substantial proportion of the time allowed for completion the assessment question,
- A physical injury or emotional trauma during a period four to six weeks previously,
- A physical disability or chronic or disabling condition such as epilepsy, glandular fever, or other incapacitating illness of the learner,
- Recent bereavement of close family member or friend,
- Personal domestic crisis,
- Terminal illness of a close family member,

P9 S7 C6 Compassionate Consideration Policy



- Other extenuating circumstances.

Registered and potential learners with verified disabilities or specific learning difficulties may be given compassionate consideration and reasonable accommodation to enable them to successfully complete their programme.

2. DEFINITIONS

Compassionate: Feeling or showing sympathy for others.

Consideration: Careful thought over a period of time.

3. SCOPE

Compassionate consideration may be approved in circumstances where a learner experiences an extraordinary/extenuating situation which duly impacts upon the capacity to participate in classes and/or, complete assessment evidence by the scheduled submission date. Further detail is provided further into this document.

4. POLICY STATEMENT

Forus Training considers the severity of the circumstances, the nature and weighting of the assessment activity and the quality of past achievement of the learner where appropriate, in making the decision to grant compassionate consideration. This decision is final and is not subject to an appeal. Learners are notified of the decision within 5 working days. If an extension is neither sought nor granted, or work is submitted after the extended due date, late submission of assignments are penalised by fee of €100 and the learner must apply to do so using the following form [P9_S9_C4 Learner Application for Late Submission of Assessment](#).

P9 S7 C6 Compassionate Consideration Policy



Where a learner, pursuing an award, through no fault of his/her own, is unable to complete their assessment, the exit pathway below is in place to facilitate this learner with an alternative course.

The student is given the opportunity to obtain the Award by completing the course at an alternative date/location should they have relocated to an area where we provide the same award.

The following are examples of circumstances where a learner is unable to complete their project/ their course:

- Bereavement
- Illness
- Pregnancy
- Relocation
- Extenuating circumstances

5. PROCEDURES AND PRACTICES

Expected missed assessment deadline

1. The learner completes P9 S20 Application for Extension Initial Request,
2. The learner's application is considered, and the Head of Certification will get in touch with the learner regarding the decision whether compassionate consideration has been granted as soon as possible and not later than five working days,
3. Forus Training judges each application for compassionate consideration or extenuating circumstances on its own merits,
4. The purpose of this application form is to facilitate you in extending a deadline for an assessment on the basis of exceptional circumstances,
5. It is the responsibility of the learner to ensure that the application form is submitted to Forus Training prior to the submission deadline.

P9 S7 C6 Compassionate Consideration Policy



7. ROLES AND RESPONSIBILITIES

It is the responsibility of the learner to ensure that the documentation required is submitted on time to Forus Training.

10. CONTACT INFORMATION

Lisa O'Connell - Head of Centre
Forus Training
lisa@forustraining.ie
044 934 9400

| Amendment History | | | |
|-------------------------|----------|-------------------|-----------------------|
| Amendment summary sheet | | | |
| Revision | Date | Amendment summary | Training Requirements |
| 002 | 8/7/2020 | Initial release | Read and Review |
| | | | |
| | | | |
| | | | |